



Cornell **SCE**  
School of Continuing Education  
and Summer Sessions

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## Registration Form for Making Up an Incomplete Grade

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**Student information:** \_\_\_\_\_  
Last name First name Middle initial

**Permanent address:** \_\_\_\_\_  
City State Zip Code Country, if not U.S.

\_\_\_\_\_ Are you a Cornell employee? Yes No  
Telephone NetID or Cornell ID #

\_\_\_\_\_ Cornell College/School with which you are matriculated, e.g., CALS, A&S:

**Incomplete Course 1:**

\_\_\_\_\_ Department and number for course 1 Title of course 1

\_\_\_\_\_ Instructor's name or NetID for course 1 Instructor's signature for course 1

\_\_\_\_\_ Term in which course 1 was taken, e.g., Fall 2021

**Incomplete Course 2:**

\_\_\_\_\_ Department and number for course 2 Title of course 2

\_\_\_\_\_ Instructor's name or NetID for course 2 Instructor's signature for course 2

\_\_\_\_\_ Term in which course 2 was taken, e.g., Fall 2021

**Please note:**

Students making up incomplete grades through the School of Continuing Education will be enrolled in **UNIV 3100**, a non-credit class created for this purpose. Students will not be re-enrolled in the class for which they are completing coursework. When coursework is completed, the course instructor will submit a grade change form to replace the "INC" with a final grade.

By my signature I recognize my responsibility to read, understand, and abide by the rules and procedures at [sce.cornell.edu](http://sce.cornell.edu)/scepolicies and on the Cornell University Policy Office website. I further agree to be bound by, and recognize, that I will not be exempted from the requirements of those rules and procedures because of ignorance, negligence, illness, other personal factors, or contradictory advice from any source.

\_\_\_\_\_ Student's signature Date